

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Contract Administration 4.4	EFFECTIVE DATE: 3/31/93
TITLE: CARS Processing Based on Schedules in Lieu of Contracts	REVISION DATE:
AUTHORIZED BY: Cheryl Thompson, Assistant Director	PAGE 1 OF 3

BACKGROUND

In special circumstances, with prior written approval from the Bureau of Fiscal Services, contract information may be entered into CARS from schedules in advance of receipt of signed contracts. Schedules in lieu of signed contracts may be used for unilateral addenda or when:

- ! DHSS has an on-going contractual relationship with all agencies receiving the contracts;
- ! All contracts are reasonably expected to be signed prior to the first scheduled payment;
- ! DHSS can reasonably expect to recover any payments made in error from other payments due to the agencies; and
- ! DHSS agrees that if a contract with an agency is not received by the payment date, the entire payment to that agency may be delayed.

PROCEDURES

A. Entry of schedule information into CARS system

1. The written request to enter contract information from a schedule, the proposed schedule formats and the proposed procedures for transmitting the schedule(s) and signed contracts shall be submitted to the BFS Aids Contract Preauditor prior to submitting contracting materials.
2. The BFS Aids Contract Preauditor shall notify the requesting division within five working days whether use of a schedule is approved and, as appropriate, whether the schedule formats and procedures are acceptable. If use of the schedule is not approved and/or formats and procedures are not acceptable, BFS shall provide an explanation why entering contracts from schedules is not appropriate and what improvements are needed to the formats or procedures.

3. After the Division receives notice that the schedule format and procedures are acceptable, they may submit the schedules and other pre-contracting materials to BFS for review. The schedules only replace the signed contracts and the listing of agencies to be contracted with for purposes of data entry and prepayment processing/check production.
4. Prior to releasing contracts to agencies, the division shall submit, with the schedules, the draft contract, the profile expense/budget information, the budget document and the request for profile number/set-up as described in **CONTRACT ADMINISTRATION 4.0**, procedure A. 1. The schedules shall be signed and dated by the division representative authorized to enter into the contracts and by the person responsible for the accuracy and completeness of the schedule. These materials shall be reviewed as described in **CONTRACT ADMINISTRATION 4.0**, procedure A. 3.
5. BFS encourages submission of schedules on disks. Schedules shall be in LOTUS, Quattro Pro or other format acceptable to BFS. The file name and software shall be clearly identified on the disk. A paper printout of the file shall accompany the disk. The printout shall be signed and dated by the division representative authorized to sign the contracts and shall include the name and phone number of the division staff responsible for answering questions or making modifications to the schedule.

B. Release of payments generated from schedule information

1. The procedures established by the contracting division for submitting signed contracts or assurances that the signed contracts have been received by the division to BFS should be clear and should prevent issuance of payments prior to receipt of the signed contracts.
2. If the signed contracts are not received timely, checks will be held and redeposited in accordance with state requirements.
3. Receipt by DHSS regional offices constitutes constructive receipt by DHSS. The regional offices may, with concurrence from BFS, fax the signature and front pages from contracts in their possession. Upon receipt of the fax from the regional office, BFS will release the appropriate checks in accordance with contract terms. The regional offices shall then forward the actual contract to the proper location within DHSS (i.e. DCS Central Files, etc.).

REFERENCES

CONTRACT ADMINISTRATION 4.0 (Standard Procedures for Developing, Issuing and Processing Aids Contracts)

CONTACT PERSONS

CARS Processing

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BFS Aids Contract Preauditor

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